



DEPARTMENT OF THE NAVY  
NAVAL SUPPLY SYSTEMS COMMAND  
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IN REPLY REFER TO:

4200  
22B2/4120

JUL 28 2004

From: Commander, Naval Supply Systems Command

Subj: ADVANCE CHANGE TO NAVSUPINST 4230.37B (NAVAL CONTINGENCY  
CONTRACTING OFFICER PROGRAM)

Ref: (a) NAVSUPINST 4230.37B

1. The Deputy Assistant Secretary of the Navy for Acquisition Management has designated the Naval Supply Systems Command Deputy Commander for Contracting Management (SUP02) the executive agent for the Navy's Contingency Contracting Officer (CCO) Program. To execute this tasking, SUP02 established processes to maintain a roster of qualified CCOs and assign them when tasked by the Chief of Naval Personnel to fill urgent, contingency contracting requirements. Up to now, the roster consisted of Supply Corps officers with sub-specialty code 1306, who were otherwise assigned to essential contracting and acquisition related duties within the Naval Supply Systems, Naval Sea Systems and Naval Air Systems Commands.

2. The current process was based on the assumption that CCO requirements would be infrequent and of relatively short duration. Recent use of the CCO program, however, to satisfy Individual Augmentation (IA) requests in support of continued operations in the Global War on Terrorism has highlighted that the process is inadequate to meet a sustained, high volume demand.

3. In the next revision to reference (a), the following changes will be incorporated:

- a. Assignment of CCOs to fill IA requests based on validated Joint Manning Documents will be accomplished by NAVPERS 4412 (SUP-OP).
- b. The entire community of qualified officers will be considered when assigning CCOs giving due regard to the nature of current assignments (e.g. sea duty, deployed staff, etc.).

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4. The changes are effective immediately. SUP02 will continue to fulfill the other functions outlined in reference (a) including program execution and establishment of contingency contracting policy.

5. A copy of this Advance Change Notice should be filed with your copy of reference (a).

6. My point of contact for this matter is Ms. Sandra Fulmer, SUP 22C2, 717-605-7505, DSN 430-7505 or electronically at sandra.fulmer@navy.mil.



**S. R. SHAPRO**  
By direction

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